



DEPARTMENT OF DEFENSE SECURITY INSTITUTE  
C/O DEFENSE GENERAL SUPPLY CENTER  
8000 JEFFERSON DAVIS HIGHWAY  
RICHMOND, VIRGINIA 23297-5091

April 24, 1996

*Blanche*  
*Rloom?*

MEMORANDUM FOR DISTRIBUTION

SUBJECT: 1995 Annual Report of the Department of Defense Security Institute

Attached for your information is a copy of the Institute's 1995 Annual Report. It covers the period for Fiscal Year 1995.

*R. Everett Gravelle*  
R. Everett Gravelle  
Director

Attachment:  
As stated

*ASD*

Deputy Assistant Secretary of Defense (Intelligence and Security), OASD(C3I)  
Principal Director for Information Warfare, Security & Counterintelligence, ODASD(I&S)  
Director for Information Superiority, IW,S&CI, ODASD(I&S)  
Director for Information Assurance, IW,S&CI, ODASD(I&S)  
Director for CI and Investigations, IW,S&CI, ODASD(I&S)  
Director for Security Policy, IW,S&CI, ODASD(I&S)  
Director, Intelligence Program Support Group  
Deputy to the Under Secretary of Defense (Policy) for Policy Support  
Assistant Deputy to the Under Secretary (Security Policy), ODTUSD(P)PS  
Assistant for Special Programs, ODTUSD(P)PS  
Director for International Security Programs, ODTUSD(P)(PS)  
Joint Staff Security (DIRM)  
Office of the Assistant Secretary of Defense for Public Affairs (Director, FOIA)  
Director, Training Policy, ODASD (MM&PP), OASD (FM&P)  
Director, Policy and Planning, ODASD(I), OASD(C3I)  
Director, Defense Investigative Service (V0000)  
Deputy Director, Investigations, Defense Investigative Service (V0100)  
Deputy Director, Industrial Security, Defense Investigative Service (V0400)  
Deputy Director, Resources, Defense Investigative Service (V0900)  
Director, Investigations Center & Automation Directorate (IC&AD), DIS (V0600)  
Director, Defense Industrial Security Clearance Office, DIS (S0800)  
Director, Personnel Security Research Center (PERSEREC)  
Director, Department of Defense Polygraph Institute (DoDPI)  
Director, White House Security  
Director, Intelligence Policy, National Security Council  
Department of the Army (Human Intelligence Div, Office of the Deputy Chief of Staff, Intell)  
Department of the Navy (Office of the Chief of Naval Operations, Asst for Info & Pers Sec)  
Administrative Assistant to the Secretary of the Air Force (AAZ)  
HQ USAF/SPI (Director, Information Security)  
HQ, AFOSI (IOC/DFO)  
HQ, Air Force Security Police Agency (AFSPA/SPI)  
Defense Advanced Research Projects Agency (Chief, Security Division)  
Defense Ballistic Missile Defense Organization (Security Office)  
Defense Commissary Agency (Security Office)  
Defense Contract Audit Agency (Agency Security Officer/CPS)  
Defense Courier Service (Security Office)  
Defense Evaluation Support Agency (Security Office)  
Defense Finance and Accounting Service (Security Office, DFAS-HQ/S)  
Defense Information Systems Agency/CISS (Security & Certification Department/ISBE)  
Defense Intelligence Agency (Director, Office for Security and Counterintelligence/DAC)  
Defense Legal Services Agency (Defense Office of Hearings and Appeals)  
Defense Logistics Agency (Command Security Office/CAAS)  
Defense Mapping Agency (Deputy Director for Human Resources/Security Office)  
Defense Nuclear Agency (Security Support Branch)  
Defense Security Assistance Agency (Security Office)  
Defense Technology Security Administration (Security Office)  
Department of Defense Inspector General (Chief, Security Branch)  
National Security Agency (CSS)  
National Defense University (Security Manager/NDU-S)  
Uniformed Services University of Health Sciences (Security Manager)

Central Imagery Office (Security Manager)  
On-Site Inspection Agency (Chief, Office of Security)  
Washington Headquarters Service (Security Office)  
Commander, Defense Supply Center Richmond  
Director of Public Safety, Defense Supply Center Richmond  
National Guard Bureau (NGB-ARO-OMS/Security Manager)  
USCINCEUR  
USCINCSO  
USCINCCENT  
USCINCPAC  
USCINCSOC  
USACOM  
USFORSCOM  
USSPACECOM  
USCINCTRANS  
CINCSTRAC  
Air Mobility Command/SPI  
HQ Air Combat Command/SPI  
Director, Information Security Oversight Office  
NRO  
U.S. Coast Guard (G-OIS-1)  
U.S. Department of Energy (Director, Central Training Academy)  
U.S. Department of Energy (Director, Office of Safeguards and Security)  
U.S. Department of Justice (Director of Security)  
U.S. Office of Personnel Management, Office of Federal Investigations  
Central Intelligence Agency (Director of Security/SIS-04)

**Inter-Agency Organizations:**

Director, Security Policy Board Support Staff  
Director, National Counterintelligence Center  
Director, Inter-Agency OPSEC Support Staff  
Members, Training and Professional Development Committee  
Members, Security Awareness & Education Subcommittee/JIGSAG

**Other:**

Chairman, Contractor SAP/SAR Security Working Group  
Members, DoD SAP Working Group  
Members, ASP Working Group  
Industrial Security Awareness Councils

**Professional Organizations:**

President, American Society for Industrial Security (ASIS)  
President, National Classification Management Society (NCMS)  
President, Security Affairs Support Association (SASA)  
President, OPSEC Professional Society

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# DoDSI



## VISION 95

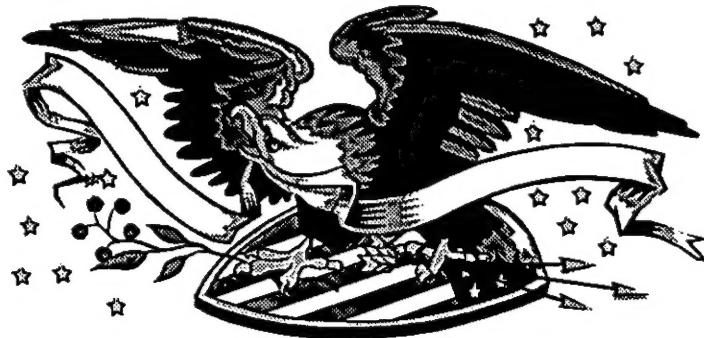
## A Note From the Director

In Fiscal Year 1995 (FY 95); the Institute shared many of the same experiences of much larger organizations within the Department of Defense. As I noted in last year's annual report, "We anticipate a very aggressive building/rebuilding process to carry forward for the next few years as new executive orders are issued and the new national security policy structure sorts itself out and addresses the issue of risk management in an era of shrinking resources." While all of that is certainly still ongoing, the last part of that statement in particular proved to be prophetic for us. In FY 95 the Institute experienced its first ever Reduction-in-Force, and joined much of the rest of the department in a continued steady downward spiral of reduced staffing. We also had some impressive gains in a few areas, and disappointments in one or two others. But more than anything else, we dealt with change. A lot of change. As one member of the staff said, "I've *never* seen this much change in policy in such a short period of time in the last 25 years."

It was a year of tremendous activity for everyone, particularly for our faculty who seemed to be continuously on the go, reaching record numbers of students largely through field extensions and customized courses. We also experienced frustration with our inability to complete revision on several independent study courses, as we awaited the issuance of implementing procedures to complement the plethora of new and evolving policies that outstripped everyone's ability to keep current. These changes redefined our most fundamental information and personnel security programs.

The number of enrollments for our independent study courses decreased, attributable in part to their "on hold" or "under revision" status driven by sweeping changes in policies. On the plus side, the year offered several "firsts" for the Institute: our first scheduled teletraining course, launching a new era in capability, which we dubbed, "Downlink DoDSI." And the launch of a new course, "Espionage: Then and Now," highly rated by attendees and taught entirely by guest instructors from the major intelligence and counterintelligence organizations.

As we move into the last half of the last decade of this century we feel confident that we can meet the challenges that await us and continue toward the achievement of our vision in support of security and counterintelligence professionals and their programs. And we all hope to "catch our breath," at least for a moment, before the next onslaught of change accelerates us forward.



## Who We Are

DoDSI is under the management oversight, policy direction, and technical guidance of the Deputy Assistant Secretary of Defense (Counterintelligence and Security Programs), DASD (CI&SP), in the Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence), OASD(C<sup>3</sup>I). We continue to receive administrative support from the Defense Investigative Service (DIS) and the Defense Logistics Agency.

DoDSI's professional staff comprises 19 civilian educators, with a support staff of 18. DoDSI draws its faculty from the DoD security professional community where they have proven themselves exceptional security practitioners. Faculty members not only teach their own courses, but add their expertise to instruction blocks in colleagues' courses as well. This faculty participation in crossover security disciplines provides our students a greater access to expertise in a wide spectrum of security disciplines while they are at the Institute.

In addition to their duties at DoDSI, the staff is well represented on national committees and working groups, and in professional organizations.

## What We Do

Of DoDSI's three main missions to support DoD security programs — education and training, research and development, and career development — the majority of our resources are devoted to education and training.

### *Education and Training*

DoDSI is the primary security training facility for a system of nearly 3,000,000 cleared personnel who handle 75,000,000-100,000,000 classified documents.

DoDSI provides security education and training to DoD military personnel and civilian employees, personnel of approximately 20 other federal agencies, and to federal contractor personnel.

DoDSI offers resident courses, field extension courses, and independent study courses in support of the following:

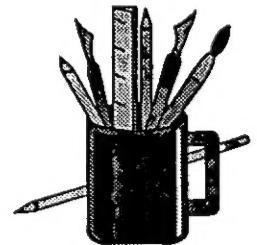
### **Defense Programs**

- Industrial Security
- Information Security
- Personnel Security
- Special Access/SCI
- Acquisition Systems Protection
- Information Systems Security
- International Security
- Communications Security
- Physical Security

### **National Programs**

- Industrial Security
- Technical Security
- Operations Security

### *Independent Study Courses*



We continued to offer independent study courses which are recommended for accreditation by the American Council on Education. This has proven to be a cost effective method of getting information directly into the hands of the people who need it. Many of these courses were affected by policy changes and steps are currently underway to modify them in accordance with current guidance.

In FY 95 DoDSI taught 5,166 students with its courses administered through the Army Institute for Professional Development (AIPD) in Newport News, Virginia. In addition, DoDSI administers several other independent study courses that are prerequisites to resident instruction.

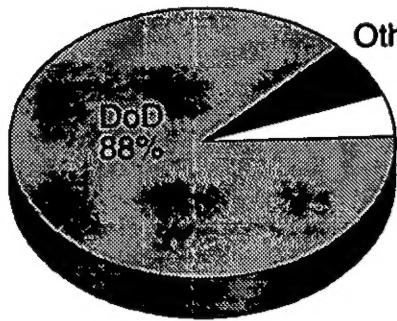
<b>Independent Study Courses</b>	<b>No. of Students</b>
Naval Topics for DIS Special Agents	51
DoD Personnel Security Adjudications	165
Structures of Industrial Security	347
Basic Industrial Security for User Agency Personnel	170
Essentials of Industrial Security Management	1,476
Protecting SECRET/CONFIDENTIAL Documents	1,014
Physical Security	494
ADP Concepts and Terms	417
Acquisition Systems Protection Program	423
Classification Management, Part I	219
Classification Management, Part II	186
Protecting Classified Information, Part I	192
Protecting Classified Information, Part II	177

## Our Courses

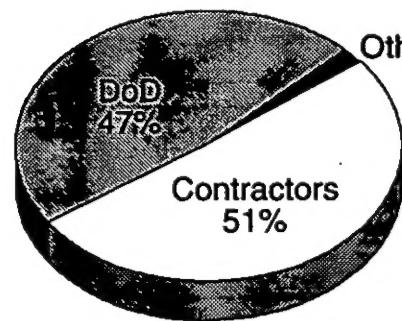
### *Resident and Field Extension Courses*

Course	Length	FY 95		Totals
		Resident	Field Ext.	
DoD Security Specialist	3 weeks	102	24	126
Information Security Orientation	3 days	—	1,341	1,341
Information Security Management	2 weeks	168	137	305
Information Security Seminar	1.5 days	—	349	349
Classification Management	1 week	34	7	41
Video Teleconference on Information Sec. Mgmt.	1 day	—	27	27
DoDSI Downlink (pilot)	3 days	—	163	163
Security for Special Programs	2 weeks	122	—	122
Acquisition Systems Protection Customized	4.5 days	—	36	
Security for Special Programs Orientation Seminar	1-5 days	—	250	250
User Agency Inspector	1 week	39	—	39
Introduction to Industrial Security	2.5 days	63	26	89
Classification Management in the NISP	1 day	5	33	38
NISP Transition Seminar	1 day	—	958	958
Industrial Security Customized	1 day	—	120	120
FSO Program Management	1 week	—	1,273	1,273
Topics in Industrial Security	3 days	—	94	94
AIS Security Procedures for Industry	1 week	—	305	305
Information Systems Security Basics	1 week	236	—	236
Information Systems Orientation	1 week	—	60	60
Personnel Security Interview	1 week	14	50	64
Basic Personnel Security Investigations	2 weeks	17	25	42
Personnel Security Management	4.5 days	52	209	261
Personnel Security Management Customized	1 day	—	45	45
Personnel Security Training Customized	2 days	—	30	30
Personnel Security Adjudications	2 weeks	18	14	32
Defense Clearance & Investigations Index Workshop	1 day	—	83	83
Train-the-Trainer/Security Briefers	5 days	29	85	114
Train-the-Trainer Customized	1 day	—	5	5
Security Briefers Workshop	1.5 days	—	48	48
Strategies for Security Education	5 days	38	10	48
Introduction to STU-III	1 day	94	329	423
International Programs Security Requirements	1 week	122	34	156
International Seminar	1 week	—	127	127

# STUDENT REPRESENTATION FY 95



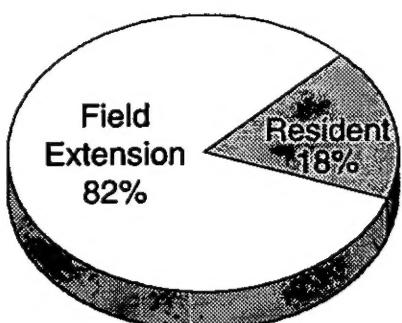
RESIDENT COURSES



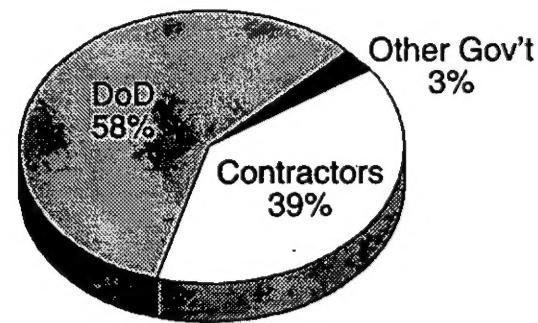
FIELD EXTENSIONS

## ALL COURSES COMBINED

*Cumulative Total*



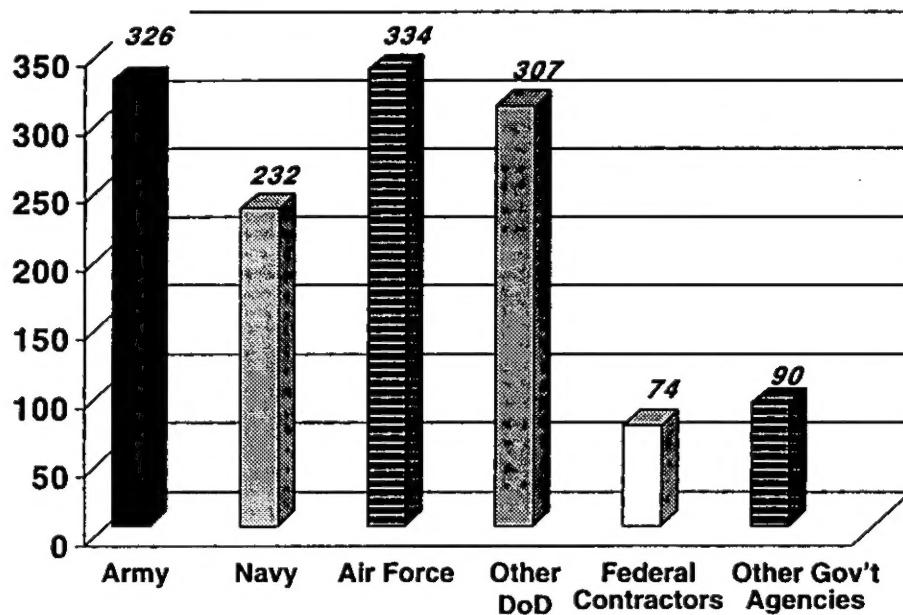
COURSES



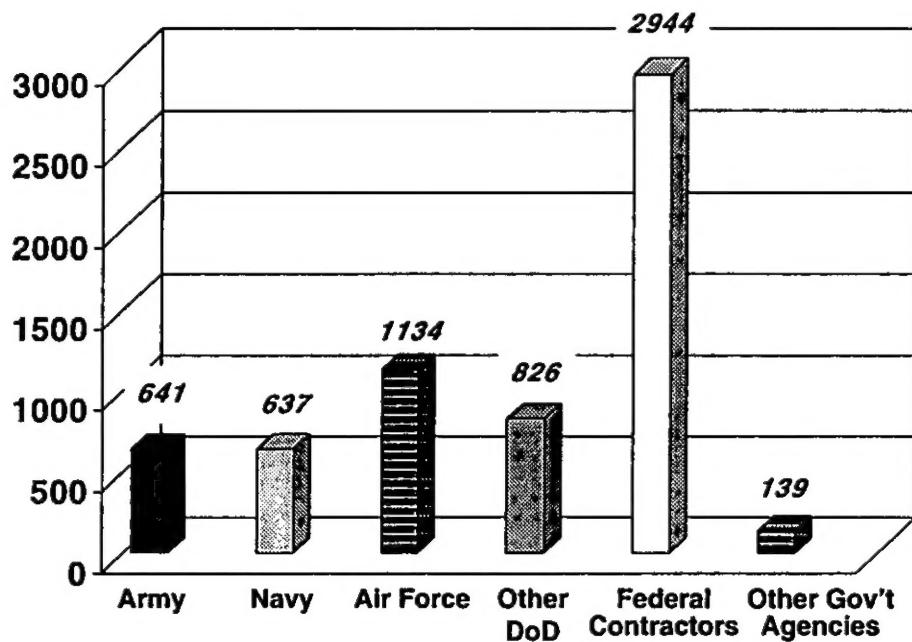
ENROLLMENT

## 1995 Enrollment

Resident Total 1,363

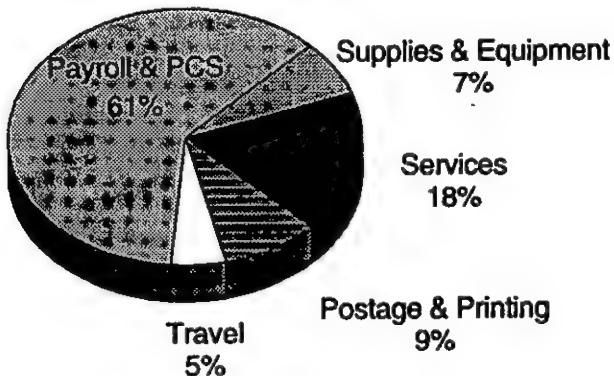


Field Extensions Total 6,321



## DoDSI Budget

Total operating budget for FY 95 was \$3,821,000.



The Institute, in complying with requirements to downsize government by reducing personnel, has had to turn to other alternatives, such as publication, in order to provide the required security and security awareness education to those individuals serving in the security arena. While reducing personnel costs, this has increased costs in other areas, such as printing and postage. Other significant increases this year have been those related to services received from Defense Business Operating Fund agencies such as the Defense Supply Center Richmond and the Defense Finance and Accounting Service. This year also saw expenditures for upgrading of customized computer programs, and miscellaneous contraction projects, all geared toward improving customer services.

## Program Highlights

### *Information Security*

#### **Information Security Management**

Three off-site location presentations of the Information Security Management course were presented this year. One course funded by the Institute was presented at Ft. Belvoir, Virginia. Two courses funded by the sponsor were conducted at Ft. Meade, Maryland, and at CINCPAC, Hawaii. Due to its remote location, the CINCPAC course was modified to an eight-day course with a follow on two-day orientation course to maximize the number of personnel trained at minimum cost. The CINCPAC course was so successful that three sponsor-funded iterations at various locations are scheduled for FY 96. There has been an increase in the number of non-DoD organi-

zations requesting space-available slots in these classes. Organizations whose personnel have been trained include the United Nations, Immigration and Naturalization Service, and Department of Justice.

#### **Information Security Orientation**

During this fiscal year, the Institute conducted 33 Information Security Orientation courses. There has been a significant increase in the number of non-DoD attendees at these courses since this seems to be the principal training vehicle in this subject area. There has also been an increase in the number of non-DoD agency requests to sponsor this course. These non-DoD customers are provided this service on a space-available basis. The Institute has continued to support Reserve Components by offering a tailored course to train their personnel during weekend drills.

#### **Customized**

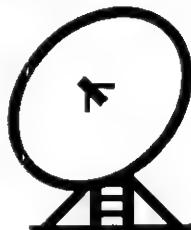
The number of customized training seminars increased during the fiscal year. These seminars are designed to meet the unique training requirements identified by the sponsors in consultation with the Institute's Information Security Team. The length of presentations varied from several hours to a full day and in some cases involved multiple presentations.

#### **Classification Management Course**

The Institute conducted three resident courses and one on-site course at Bolling Air Force Base. We anticipate that we will receive more requests for the course to be brought on-site due to resource shortage.

#### **Teletraining "Downlink DoDSI"**

We conducted our inaugural teletraining course, "Protecting National Security Information" this year. The course was downlinked to ten remote sites from coast to coast. This training was conducted from Fort Lee, Virginia's Satellite Education Network over a three-day period with 12 hours of broadcast time — two hours in the morning and afternoon each day. This endeavor required a cooperative effort on the part of the participating organizations. After each two-hour broadcast, the students had the opportunity to complete and discuss a practical exercise led by a security facilitator appointed by each downlink location. At the conclusion of the course, each student completed a 30-



question examination monitored by the facilitator. Favorable student evaluation of the presentation indicates that it is a viable alternative training method. DoDSI is requesting funds to ensure the continued availability of this alternative training method on a scheduled basis.

The Institute also conducted three TNET customized training sessions on an ad hoc basis between Andrews AFB, Maryland, and Maxwell AFB, Alabama, in conjunction with the Air Force's Declassification and Review Team.

The Defense Finance and Accounting Service sponsored a single day customized telecommunications presentation which originated in Crystal City, Virginia, and was broadcast to ten remote stations. Subject areas were selected by the sponsor.

### International Programs Security

This course, which continues to be in high demand, is a cooperative-operative effort between the Office of the Deputy to the Under Secretary of Defense (Policy) for Policy Support, the Department of State, contractors, and DoDSI. During this fiscal year, five iterations of the course were conducted. One of the iterations presented was added as an off-site course in San Jose, California. Loral Corporation's Western Development Lab provided training space and administrative support for this effort. Funding for contractor and adjunct instructors was provided by the Office of the Deputy to the Under Secretary of Defense (Policy) for Policy Support. DoDSI was successful in gaining the continued support of adjunct instructors for FY 96. There are five more iterations planned in FY 96 – four at DoDSI in Richmond, Virginia, and one off-site in the Dallas, Texas, area.

The International Programs Security Handbook has continued to be a high-demand item. To reduce costs by two-thirds and increase availability, the Institute reproduced it in electronic form. The Handbook diskette was given to all attendees at the National Classification Management Society Seminar held in Orlando, Florida. Additional copies were provided to Defense Security Management College, Defense Investigative Service, and the Office of the Deputy to the Under Secretary of Defense (Policy) for Policy Support for further distribution.

### Job Aids

During this fiscal year, the Institute's Information Security Team has continued to produce new products to assist our customers including the following:

- Original Classification, A Decision Aid for OCA's
- Take Another Security Break
- Desk Guide to E. O. 12958
- Instructions for Handcarrying Classified Information
- "A Job Well Done" motivational video.



### The Reference Guide

In the fall of this year, an ad hoc group of representatives of the Intelligence Community, convened by the CIA, began work on ways to assist Intelligence Community agencies in familiarizing employees with the provisions of the new Executive Order 12958, Classified National Security Information. A representative of our Information Security Team participated in this discussion and, after the basic content for a reference guide was worked out, volunteered to take responsibility for production.

The resulting product, *A Desk Reference Guide to Executive Order 12958*, was provided to Intelligence Community agencies in October 1995. The format for this product was unique in our experience. It was provided on diskette in three versions: as a printer-ready Microsoft Word 6.0 document, as a plain ASCII text file, and as HTML hypertext (prepared by an Intelligence Community agency). This allowed the guide to be quickly and easily tailored by each agency to its specific needs before further distribution was made. A version of the Guide, edited for DoD use, was prepared by the Information Security Team and distributed to DoD Components

by the Director, Counterintelligence and Security Programs, OASD(C3I).

## *Personnel Security*

The Institute's training and education mission encompasses all aspects of the DoD Personnel Security Program. Our target audience includes persons who carry out personnel security functions at the base or installation level as well as adjudicators at DoD Central Adjudication Facilities. The Institute also supports DoD policy revisions, such as the DoD Personnel Security Program regulation and the Defense Clearance and Investigations Index (DCII). Members of the Institute's Personnel Security Team serve on various working groups representing the Institute.

### **Electronic Performance Support System (EPSS)**

The Personnel Security Team has begun work to bridge the training and performance gap by develop-



ing an Electronic Performance Support System, a job aid/desk reference to assist the security specialist at the base or installation level in accomplishing their personnel security functions. This electronic job aid will not only provide on-site, computer-accessed, just-in-time granular assistance to the task at hand, but also will provide interactive assistance. The EPSS will convert printed regulations, directives, forms, and training products into electronic information linked by hypertext to permit word searches of topics across a wide variety of resource material.

### **Personnel Security Management Course**

This course provides much-needed training for personnel performing personnel security functions in the field, primarily at the base or installation level. It focuses on the different types of personnel security program functions performed daily at DoD facilities. The course is well-received and there is a high demand for on-site presentations. We expect to add to the number of iterations taught next year.

## **Customized Training**

The Institute's Personnel Security Team has developed a customized training program that allows a requester to ask for training in any of the personnel security topic areas, tailored as needed. We then take the training on-site to reduce costs to the installation requesting the training. During FY 95 the Institute took customized training courses to several DoD components, the White House, Central Intelligence Agency, and the Federal Bureau of Investigation.

## **Independent Study Course**

The Basic Personnel Security independent study course has been under development. When finished, it will provide the student with the basics of how the personnel security program works within DoD. The course will include

- basics of personnel security
- administration of the PSP
- investigations (to include the Electronic Personnel Security Questionnaire)
- evaluation of information
- continuous evaluation of personnel, and
- interim security clearance.

It will be available sometime in FY 96.

## **New Products**

The booklet, "Requesting and Processing Personnel Security Investigations" was substantially revised during FY 95, and will be available for distribution as a DoDSI job aid in FY 96.

A supervisory job aid was developed this year to supplement the base security education program. It explains the role of the supervisor in the personnel security program, to include an explanation of the program, responsibilities, and procedures, and will be available for distribution in FY 96.



The Defense Criminal Investigations Index User's Manual was developed as a desk reference for those activities with access to the DCII. Currently there are 64 lease lines coming into the DCII with an anticipated 2,000 end users who will have access to the system.

## Other Accomplishments

The Personnel Security Team reorganized the manner in which it distributes information about classes and course schedules through government channels, allowing information to reach greater numbers of personnel in DoD and other Federal agencies more efficiently. Personnel security instructors have also begun developing a system to identify training needs from Central Adjudication Facilities and field activities on a yearly basis. Part of this system will be an on-line bulletin board where requesters can obtain information about personnel security courses and other Institute data, as well as registering for courses.

## Industrial Security

### National Industrial Security Program (NISP)

NISP continued to be the word on everyone's lips in the industrial security community during 1995 as implementation of this program took shape. As expected, many hurdles were overcome but there are still some remaining. Consequently, although FY 95 came to a close with industry and government having a NISP Operating Manual (NISPOM), policy interpretations are still being worked out between DoD, DOE, CIA and NRC. We continued to work closely with the various interests involved and made significant changes to our courses in an effort to stay abreast of these changes. We've also continued to do our best to keep our industrial security customers apprised of these changes.

### SCIF Inspectors Course

DoDSI was represented at training presented by the Defense Intelligence Agency regarding inspection procedures for Sensitive Compartmented Information Facilities. We are continuing discussions with DIA and the Defense Investigative Service (DIS) regarding the possibility of DoDSI assuming this training mission for DIS personnel, if and when this training resumes.

### Industrial Security Topics

This year we continued to take this course directly to the customer, presenting it in Sunnyvale, California, and Downey, Colorado. Taking the course "on the road"



proved to be quite successful and we plan to continue presenting this course at contractor facilities.

### Intro to Industrial Security/User Agency Inspector Course

In previous years, we conducted the *User Agency Inspector Course* (UAIC) as a two-week course. In week one, attendees received an overview of the industrial security program to set the stage for week two, when they learned inspection techniques to oversee the continued protection of classified information released to contractors. In FY 94, we restructured the UAIC to make it two separate courses: *Introduction to Industrial Security* and *UAIC*. In FY 95 we conducted separate *Introduction to Industrial Security* (two and one-half days) and *User Agency Inspector* courses (four and one-half days). This will continue in FY 96; however, the *Introduction to Industrial Security* course will run just two days and always on the Thursday and Friday prior to the UAIC. Additionally, admittance to the UAIC will require either completion of the "Essentials of Industrial Security" and "Protecting SECRET and CONFIDENTIAL Documents" independent study courses, or attendance at the *Introduction to Industrial Security* course.

### FSO Program Management Course

One of the Institute's largest efforts has traditionally been the training of Facility Security Officers (FSO) for companies that work on classified U.S. Government contracts. The FSO Program Management course provides baseline instruction on the policies and procedures of the National Industrial Security Program. This course was presented twelve times in FY 95 at different locations throughout the United States.

### ISM to NISPOM Seminars

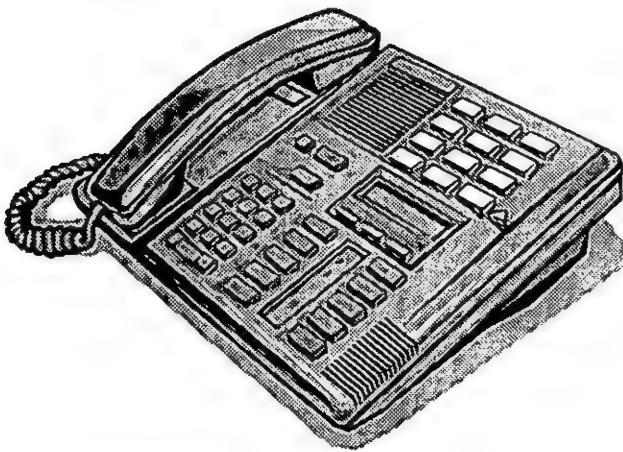
The Industrial Security Team made presentations across the country to nearly a thousand contractors, highlighting the changes from the 1991 edition of the Industrial Security Manual (ISM) to the National Industrial Security Program Operating Manual (NISPOM). These presentations were hosted by local NCMS Chapters, ISACs, Special Access Program Security Offices and various other security organizations. The informal seminar setting of these presentations allowed for worthwhile discussions not only of policy changes reflected in the new NISPOM,

but also of contractual, legal, and logistical issues associated with the transition.

#### **Exportable ISM To NISPOM Transition Training Material**

As part of the effort to make a smooth transition into the National Industrial Security Program, the Industrial Security Team provided briefing packages to every Defense Investigative Service Industrial Security Field Office as well as to security professionals from private industry and other government organizations. These packages included briefing notes, handout material, and color slides for use in explaining the changes from the ISM to the NISPOM. Feedback from the field indicated that this material was used not only for formal presentations, but also for one-on-one discussions with Facility Security Officers.

#### **Secure Telephone Unit (STU-III) Briefings**



The Industrial Security Team provides STU-III basic training every year to more people than does any other government or civilian agency. The Introduction to the STU-III course was started in 1993 in response to requests from the DoD Defense contractor community for training of Custodians of STU-III Only COMSEC Accounts. This one-day class presents an overview of the STU-III equipment, key management system, regulatory and record keeping requirements. Originally designed for DoD Contractor personnel, this class has evolved to meet the needs of STU-III managers and users from all branches of the U.S. Government. During FY 95 this course was presented 21 times at 14 locations throughout the United States.

#### **Personnel Security Investigations**

Professional training was provided for Special Agents and Investigative Technicians who conduct personnel security investigations (PSI) for the Defense Investigative Service. Most of the DIS employees trained in this class were current employees who were being moved into investigative positions as a result of the downsizing of DIS. A second iteration of this class was presented in Augsburg, Germany for U.S. Army personnel who conduct investigations throughout Europe.

#### **Personnel Security Interview Training**

Interview training was provided at eight different locations throughout the United States for government employees involved in prescreening candidates for extremely sensitive positions. These positions include assignment with Intelligence organizations, Presidential support positions and other positions which require extremely reliable personnel. The training was customized for each class to meet the particular needs of the audience.

#### **Espionage: Then And Now**

This course, which evolved from an offering by the DoD Polygraph Institute, was created by popular demand. It was presented entirely by guest speakers (considered the best from various government intelligence and security organizations). Each presenter addressed a different facet of espionage and how it related to their mission and organization. Three successful iterations of the course were offered in FY 95. In FY 96, three classes will again be offered to government personnel.

#### **Industrial Security Specialist Course**

Due to the manpower cutbacks and the lack of hiring on the part of the Defense Investigative Service, the Industrial Security Specialist Course (ISSC) was not offered in FY 94. This year, however, it once again was presented to not only members of the DIS but also several Air Force Industrial Security Representatives. The course was completely revamped to meet the needs of the Reps and the new National Industrial Security Program Operating Manual.

#### **Independent Study Courses**

With the issuance of the National Industrial Security Program Operating Manual (NISPOM) each of

the independent study courses dealing with industrial security had to be revised. This effort resulted in complete rewrites of major sections and extensive coordination with the Office of the Secretary of Defense and DIS. These courses will be ready for distribution once again in FY 96.

### **Classification Management in the NISP**

The Industrial Security Team has been providing this one-day course both in residence and as a field extension course throughout the United States. In FY 95 it was presented approximately five times in residence and five times as a field extension course. Requesters have been both private industry and government agencies. The Industrial Security Team has been targeting the course to government activities involved in contracting – an audience that has long been overlooked. This course was recently revised to reflect the new NISPOM and E.O. 12958.

### **International Programs**

Several customized seminars were presented to contractors and government personnel who protect classified information used in international programs.

#### **International Programs Security Requirements Course**

This course, which addresses the various security requirements needed to be implemented in international programs, was presented five times. The April course presented in San Jose, California, was the first presented away from the Institute. Conducting the course on the West Coast enabled a significant group of students to attend without traveling across the country.

#### **Defense Systems Management College Support**

Earlier this year, the Industrial Security Team began support to the Defense Systems Management College, Ft. Belvoir, Virginia. This support is in the form of providing lectures in the International Security & Technology Transfer/Control course. The course provides a comprehensive review of the security and technology transfer control policies governing the international transfer of data, hardware, etc. affecting government-to-government transfers and contractor-to-foreign government sales. The course is open to members of the acquisition community, both government and industry.

### ***Acquisition Systems Protection Program (ASPP)***

#### **ASP Exportable Training Modules**

The Systems Protection Training Team maintains the ASP training product line for the Department of Defense. The exportable training modules – Introduction to Acquisition Systems Protection, Acquisition Systems Protection (Advanced), Acquisition Systems Protection for Acquisition Professionals, and System Security Engineering – are designed for use by presenters at the component, installation, activity, or program levels. Additionally, the Systems Protection Training Team maintains the following ASP videos: A 6-minute ASPP Executive Brief, a 13-minute ASP Overview, and a 23-minute Protection Planning video. These videos, along with the exportable training modules, continue to be requested and distributed to both the acquisition and security communities in government and industry. A roll-up of the modules is provided in the chart on the next page.

### ***Special Access Programs***

#### **Security for Special Programs (SSP) Course**

New Executive Orders, the National Industrial Security Program Operating Manual (NISPOM), and NISPOM Supplement 1 have greatly changed the security playing field. This course incorporates those changes and provides the background for security managers to practice risk management in the implementation of cost effective, value added, threat-based countermeasures for Special Access Programs (SAP). All five iterations of the course at the Institute were completely filled. Originally designed for security managers, the course is now open to Program Managers, auditors, oversight personnel, and others in support of SAPs including other federal agencies and contractors. Guest speakers continue to validate the course material and emphasize the real-world issues involved in running a Special Access Program.

#### **SAP Orientation Seminars**

In addition to the full SSP classes, the Systems Protection Training Team conducted eleven SAP Orientation Seminars for various audiences. Through close coordination with the sponsoring activity, each seminar is specifically tailored to meet the expectations and needs of the agency within the time available.

Exportable Training Modules	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Totals
Intro to Acquisition Systems Protection	7	16	7	7	37
ASP - Advanced	8	15	7	7	37
Systems Protection for the Acq. Professional	7	14	7	7	35
System Security Engineering - Value Added	4	7	4	4	19
<i>Training Materials</i>					
Protection Planning Instructor's Guide	5	3	4	3	15
<i>Training Videos</i>					
Executive Overview Video	8	20	8	5	41
Protection Planning Video	8	22	10	5	45
ASPP Executive Brief	0	0	0	0	0
<b>Totals</b>	<b>47</b>	<b>97</b>	<b>47</b>	<b>38</b>	<b>229</b>

Chart 1

## Security Educators Professionalization

### Train-The Trainer (TTT) / Security Briefers Course (SBC)

The SBC provides training in how to prepare, present and evaluate security briefings. TTT provides training in how to conduct the SBC. This year, seven SBCs and five TTTs were conducted. National Classification Management Society Chapters (NCMS), Industrial Security Awareness Councils (ISAC), and security directorates of installation commands are favorite sponsors of the TTT/SBC.

### Security Briefers Workshop

This modified version of the Security Briefers Course (SBC) was designed especially for DIS Industrial Security Representatives and continues to exceed the expectations of this customer as well as other government customers in our local area with tight time schedules and training budgets. Five iterations of the workshop were presented this year.

## Information Systems Security

### Information Systems Security BASICS Course (ISSB)

We had a very successful year presenting this course in residence and at field extensions. ISSB students represented all services, DISA, DIA, DMA, FAA, WHCA, State Department, and FEMA. The

course continues to provide the "basic" knowledge an Information Systems Security Officer needs to know to "get through the day or week" including some hands-on experience with our system in the DoDSI computer lab. Since we have automated our diagnostic exam, the students have immediate feedback on their comprehension of the prerequisite reading material now called the *Basics Booklet For Information Systems Security*. An automated audit-trail exercise, developed in a Windows runtime module, helps students recognize anomalies and intrusions. We presented the course to over 325 students this fiscal year. We were successful in franchising the course to a major command which will allow us to reach even more. We are continuing to address our customers' suggestions for improvement. Working with colleagues at the Center for Information Systems Security at the Defense Information Systems Agency, we aim to reduce the course, where possible, to a CBT module on CD-ROM, and develop additional "basic" courses necessary to meet the overwhelming need for training in Information Systems Security.

### Automated Information Security (AIS) Procedures for Industry Course AIS-I

It was another banner year for this course which presents the AIS security requirements for industrial contractors processing classified defense information on automated information systems. We were augmented again by the DIS AIS specialists who contributed their time and expertise to ensure a successful effort. The course was completely rewritten to reflect the NISPOM and includes new additional exercises and demonstrations. We look forward to continuing

## **Department of Energy, Security Education Special Interest Group (SE-SIG)**

At the request of the Department of Energy (DOE) and in anticipation of our greater cooperative mission under the National Industrial Security Program, we continue to provide support to the DOE Special Interest Group for Security Education of the Training Resources and Data Exchange (TRADE), a resource-sharing association serving the DOE contractor community. This past year the Institute was represented by two of our staff members who spoke at the SE-SIG annual meeting in New Orleans, April 1995, and provided handouts and awareness videos to attendees.

## **Presentations to Regional Associations and NCMS Chapters**

Our continuing support for professional organizations such as NCMS and the ASIS, as well as for the many newer regional associations of security educators, often known as Industrial Security Awareness Councils (ISACs), has understandably led to frequent staff presentations to group meetings and special events to inform their members of training and awareness products available to the educator in the field. At last count there are well over 30 cooperative groups developed to support security education programs in the contractor community. This movement is a response to the need for greater cost-effectiveness through networking, product sharing, and pooling of resources for training and awareness activities. Through the *Security Awareness Bulletin* we continue to be a vehicle for providing the contractor community with information about the development and activities of these groups.

This year DoDSI staff attended and provided presentations at the newly formed Tidewater (Hampton, Virginia) ISAC, the Los Angeles Area (Long Beach, California) ISAC, and the Emerald Coast NCMS Chapter (Ft. Walton Beach, Florida).

## **NACIC Awareness Working Group (AWG)**

An important new interagency organization, the National Counterintelligence Center (NACIC) was established following the damaging Ames espionage case to help bridge the gap among various counterintelligence organizations in the federal government. One important function assigned to the new interagency group is support for the government contrac-

tor community by providing accurate and timely threat information to security officers and industrial management. Early in 1995, the NACIC formed an Awareness Working Group (AWG) including representatives from various key organizations, including DoDSI, that maintained or supported CI awareness and training programs.

At least one DoDSI staff member has attended AWG group meetings on a regular basis since its inception and has participated in special sub-committee meetings on media and publications. In addition to contributing to the AWG awareness products catalog and other informational publications, during FY 95 we provided a speaker to one, and our publication/conference display booth at two Awareness Fairs sponsored by the NACIC for the government contractor community. In September, 1995, the Awareness Fair at Johns Hopkins University Applied Physics Laboratory, Laurel, Maryland, was co-sponsored with the NCMS Chesapeake Bay Chapter and was attended by 250 contractor representatives.

## ***Publications/Job Aids/Products***

### **Industrial Security Professional's Desktop Resource Guide**

In April, 1995, two members of staff attended a three-day working conference in Monterey, California, sponsored by the Defense Personnel Security Research and Education Center (PERSEREC). This conference was tasked with the revision of the Desktop Resource Guide to bring it in line with NISPOM requirements and to enlarge and improve its content. The first version of the Guide was distributed to security professionals in defense industry by DIS industrial security representatives. The new version, which is scheduled for release in FY 96, will be available to all contractor facilities falling under the National Industrial Security Program.

## ***Special Training***

In October, DoDSI hosted the first Department of Defense Security and Counterintelligence Conference. Sponsored by OSD C<sup>3</sup>I and held in Solomons, Maryland, with classified sessions at nearby Naval Air Station Patuxent River, the combined conference focused on "Serving the DoD Customer." Over 350 conferees from nearly 50 activities worldwide took part in the conference sessions and workshops. It was

determined that future conferences would be held at intervals of approximately one and a half years.

Proceedings of the conference were subsequently published and distributed to all attendees and

speakers. Copies of the 1995 proceedings are available to government offices from the Defense Technical Information Center.

Department of Defense  
Security & Counterintelligence  
Conference

1994  
PROCEEDINGS



Sponsored by  
The Office of the Deputy Assistant Secretary of Defense  
(Counterintelligence and Security Countermeasures)

our partnership with DIS in providing our customers with the information needed to do their jobs.

### Organizational Support

Members of the Systems Protection Training Team participated in the following:

- Observer at the DoD SAP Working Group; chairman of the Education and Training Subworking Group.
- Member of the ASP Working Group (ASPG); chairman of the Education Training Subworking Group.
- Member of: the Arms Control Security and Counterintelligence Working Group, the Education Training Committee of the Interagency OP-SEC Support Staff, the Contractors SAP SAR Working Group, the NISPOM SAP Supplement Working Group, the Security Education Steering Council (SESC) for SAPs, the National Classification Management Society, The Adjudicator's Training Group, the Federal Information Systems Security Education Association (FISSEA), and the National Counterintelligence Center (NACIC) committee on regional training.
- Co-Chairman of the OPSEC Professionals Society's Standards Committee.
- DoDSI representative on the Security Awareness and Education Subcommittee (SAES), and the Joint Industry-Government Security Awareness Group (JIGSAG).
- Systems Protection Training Team members have made presentations at various national and international security forums and at military training meetings and conferences.

## Security Awareness

### Security Awareness Bulletin

In FY 95, DoDSI published three issues of the Security Awareness Bulletin. In November we issued the second installment on the Acquisition Systems Protection Program. In December, as a special issue, we reprinted the entire the U.S. Senate assessment of the Aldrich H. Ames espionage case. This was followed by a Bulletin in July which focused on the new National Industrial Security Program.

The *Bulletin*, distributed to nearly 24,000 addresses in government and industry, continues to be a major vehicle for communicating about new awareness products, professional training, important events, and policy decisions related to government security programs. In addition, feature articles for the last several issues have been placed on the Institute's SIRN (Student Registration and Information Network), an on-line, computer-based bulletin board which allows customers to download the full text of these articles for use in their own security publications.

### Security Awareness News

Now in its eleventh year of continuous publication, the monthly *Security Awareness News* continues to serve the security educator in government by providing recent public media information and reports on espionage, counterintelligence, and security issues. This information is used in briefing presentations and other motivational products and greatly assists the educator in maintaining a high degree of credibility and reputation for expertise when facing employee audiences.

In the past year we distributed over 71,000 copies of the *News* to government and military security professionals. This was an increase of over 2,000

### Who reads our publications?

#### Security Awareness Bulletin

6,608	Army
978	Navy/Marine Corps
1,882	Air Force
3,687	Other DoD
1,619	Other government
11,500	Federal contractors
23	Foreign governments
<b>26,297</b>	<b>Total</b>

#### Security Awareness News

1,270	Army
978	Navy/Marine Corps
1,389	Air Force
1,825	Other DoD
191	Other government
<b>5,653</b>	<b>Total</b>

since 1994 as a result of growing demand and our expanding circulation to military components.

#### Other Publications

In FY 95 we also distributed over 12,000 back issues of the *Security Awareness Bulletin* and 16,451 other publications including *Recent Espionage Cases* (a reference publication that summarizes over 100 cases occurring since 1975) and a selection of job aids developed by DoDSI instructional staff members to meet specific educational needs.

#### Center for Security Awareness Information



In our continuing mission to promote the wider distribution of quality security awareness and educational products, in early 1995 DoDSI linked hands with the interagency Security

Awareness and Education Subcommittee to launch the Center for Security Awareness Information (CSAI). Its objective is to promote the broader dissemination of quality security awareness products and materials, to help prevent costly and unnecessary duplication of effort in the community, and to assist the security educator who may be attempting to do the job with limited resources. The center's administrative functions are carried out by DoDSI in Richmond and the SAES assists in identifying and evaluating new products—including videos, posters, computer based training modules, and publications as they are generated in government and industry.

As the CSAI concept is carried out in FY 96, products will be systematically evaluated by test audiences, cataloged, and advertised in the *Bulletin* and in the Center's new publication, *The CSAI Announcement of Products and Resources*, which will be issued every six months. The *Announcement* will list older and time-tested products and describe new ones with complete information about how to obtain them. When necessary we will make arrangements for minimum-cost reproduction and distribution. Since the startup of the CSAI in January, a number of awareness videos and computer-based briefing packages have been submitted for evaluation and broader promotion and distribution.

### Security Awareness Videos

#### Countering Espionage Video Series

The new fiscal year opened with the release of the third of the *Countering Espionage* videos, "On Becoming a Spy," which summarizes the reasons why some individuals get involved in espionage, what makes them initially vulnerable to at-risk behavior, and what may lead to betrayal following a period of employment in a position of trust. The videos in this series are undertaken jointly between DoDSI and Project Slammer which is an intelligence community research effort. All are based on video-recorded interviews with convicted espionage offenders for the purpose of empowering trusted employees to get involved in the personnel security program.

At least seven videos have been scheduled for development, all to be funded by DoDSI. Products slated for future release, in addition to giving credibility to continuing evaluation programs, will spell out the damage espionage does to the nation, and describe how offenders are eventually detected and apprehended.

#### Support to Organizations

##### Security Awareness and Education Subcommittee (SAES)

DoDSI continues its active representation on this interagency committee dedicated to improving security education within government and the contractor community. The SAES, now well into its second decade of existence, has been re-established as a subcommittee of the Training and Professional Development Committee under the recently formed Security Policy Forum. Two members of our staff represent DoDSI and the Office of the Secretary of Defense, respectively.

Our support in FY 95 included instructional assistance with the interagency version of the Security Briefers Course, and instructional assistance to the Security Educators Seminars held this year at Mt. Weather, Virginia, and San Diego. At these seminars DoDSI provided speakers on Selling Security and on Security Awareness Products and Resources as well as handouts for attendees. In addition, this year we offered the Strategies for Security Education course specifically for SAES members at the Department of Commerce, Washington, D.C.

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